

REPORTS INVENTORY						feeder report for DDS/OL/PD-1			
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (If a fill-in report include Form No.) Monthly Statistical (Unofficial Internal Form)					2. TYPE OF REPORT <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">XX</div> <div>STATISTICAL</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div>NARRATIVE</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div>MACHINE-NAME LISTING</div> </div>				
3. FUNCTIONAL AREA		<div style="display: flex; justify-content: space-between;"> <div>PERSONNEL</div> <div>TRAINING</div> </div> <div style="display: flex; justify-content: space-between;"> <div>LOGISTICS</div> <div>SECURITY</div> </div> <div style="display: flex; justify-content: space-between;"> <div>MEDICAL</div> <div>FINANCE</div> </div>		<div style="display: flex; justify-content: space-between;"> <div>ADMIN. GENERAL</div> <div>OTHER (specify)</div> </div>					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) C/PD and originating office					
7. FORMAT (memorandum, form computer print-out, etc) Typed internal form		8. ADP PROCESSING <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">XX</div> <div>YES</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">NO</div> <div>IF YES GIVE ADP PROCESSING NO.</div> </div>		9. DIRECTIVE AUTHORITY REQUIRING REPORT PD Memorandum No. 71-1					
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/PD/CAS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	3.57		1 hr.		3.57		12		42.84
GS-14	10.07		1/6 hr.		1.68		12		20.16
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR							63.00		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">XX</div> <div>RETAIN AS IS</div> <div style="margin: 0 10px;"></div> <div>OTHER (explain)</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div>CHANGE</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div>DISCONTINUE</div> </div>						ESTIMATED SAVINGS			
						MAN-HOURS		DOLLARS	
16. DATE OF INVENTORY 22 Sept. 1970						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Clerk Typist		18. EXTENSION STAT	